

Center for Educational Performance and Information (CEPI)
MEIS Security Agreement to Access the Combined
Single Record Student Database/Unique Identification Code Application
Uploading Enrollment Files, Viewing Batches, Downloading Resolved Files and
Downloading the Direct Certification Report

Step 1. ISD Code: _____ ISD Name: _____
District Code: _____ District Name: _____
School/Facility Code: _____ School/Facility Name: _____
School/Facility Address: _____

Step 2. Enter the name of the designated individual whom the school administrator authorizes to access the school/facility (building) to upload enrollment files, to view batches, to download resolved files and to download direct certification reports.

_____ Name (type or print)	_____ Title
_____ E-mail Address	_____ Phone Number

Step 3. For the authorized individual: If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, access the Internet and go to the following URL: www.michigan.gov/meis. Click on the MEIS logo. On the next screen click on **"Create an MEIS Account."**

Step 4. Authorized MEIS Account Number (e.g., A1234567): _____
Authorized MEIS Account Login Name (e.g., smithjan): _____

NOTE: If you are replacing a formerly authorized individual, please download and complete a MEIS Authorized User Removal Request Form. This document can be downloaded from the SRSD/UIC Security Agreements Web page.

Step 5. For the authorized individual: ***Please sign below.***

CEPI requires that you agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) as well as the Privacy Act of 1974 governing records maintained on individuals. You may access a copy of FERPA from http://www.michigan.gov/documents/FERPA_34CFR99_119434_7.pdf and the Privacy Act from <http://www.usdoj.gov/foia/privstat.htm>.

By signing this agreement, I agree to comply with the requirements of FERPA and the Privacy Act of 1974.

_____ Signature of Individual to be Authorized	_____ Date
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Step 6. For the school administrator: ***Please sign below.***

I attest that the above-named individual is authorized by me to perform the functions identified above for the combined SRSD/UIC application.

_____ Name of School/Facility (Building)/Agency	_____ Date
_____ Signature of School Administrator	_____ Title

Step 7. Fax this form to CEPI: (517)-335-0488
Send questions to: cepi@michigan.gov